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FEB 9 1954

Comptroller

Acting Management Officer

Positions and Ceiling to be Transferred from OSO.

1. Attached are the following:

Annex A - Table of Organization for Machine Records Division.

Annex B - Table of Organization for Records Management Branch, M. I. S.

These attachments show for the positions transferred (1) the title, (2) the position grade, (3) the incumbent's grade, (4) the position number, and (5) the incumbent's name or the status of the position. In addition, each Annex has a recapitulation showing the number of positions, the number of incumbered positions, and the vacancies.

2. The distribution of OSO ceiling between the Logistics Office and the Office of the Comptroller is proposed as follows:

Office	Positions Number	Positions Percent	Incumbered Positions Number	Incumbered Positions Percent	Ceiling Number	Ceiling Percent
Logistics Office						
Office of the Comptroller						
Totals						

25X1

It will be observed that the distribution of the ceiling is in proportion to the distribution of positions and encumbered positions. The Chief of Logistics has informally concurred in this.

3. We have also prepared Annex C which represents our recommendation as to the ceiling distribution within the Office of the Comptroller

25X1

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TABLE OF ORGANIZATION

OFFICE OF THE COMPTROLLER

MACHINE RECORDS DIVISION

Element	Number of Positions	Encumbered Positions	Vacancies
Office of the Chief			
Punching and Verifying Branch			
Procurement Accounting Branch			
Allotment and Obligation Branch			
Special Projects Branch			
Personnel Branch			
Encumbered Payroll Branch			
Unencumbered Payroll Branch			
Totals for Division			

25X1

Note: Column headed "Encumbered Positions" includes three persons in the Mail awaiting final clearance and two persons whose transfers from DCD and Mail Control, GSG, are pending.

Not included in the above tabulation are (1) [redacted] GS-3, Tab Operator, whose application is in process but who has not been slotted, and (2), a recruitment request for ten Tab Operators which was placed with Personnel on 18 January 1952.

25X1

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[redacted]

Element	Number of Positions	Positions Encumbered	Function
Office of the Chief	[redacted]		
Records Management Section			
Records Center Section			
Office of the Chief			
Records Center Unit			
Distribution Unit			
Micrographics Unit			
Sub-total-Section			
Branch Totals			
[redacted]			
Net Vacancies			

25X1

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CEILING DISTRIBUTION

ACCOUNTS GENERAL SERVICES FUNCTION

TRANSFERRED TO THE OFFICE OF THE COMPTROLLER

25X1

	Slots	Encumbered	Vacancies	Ceiling
MIS				
Machine Records Division				
Totals				

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